

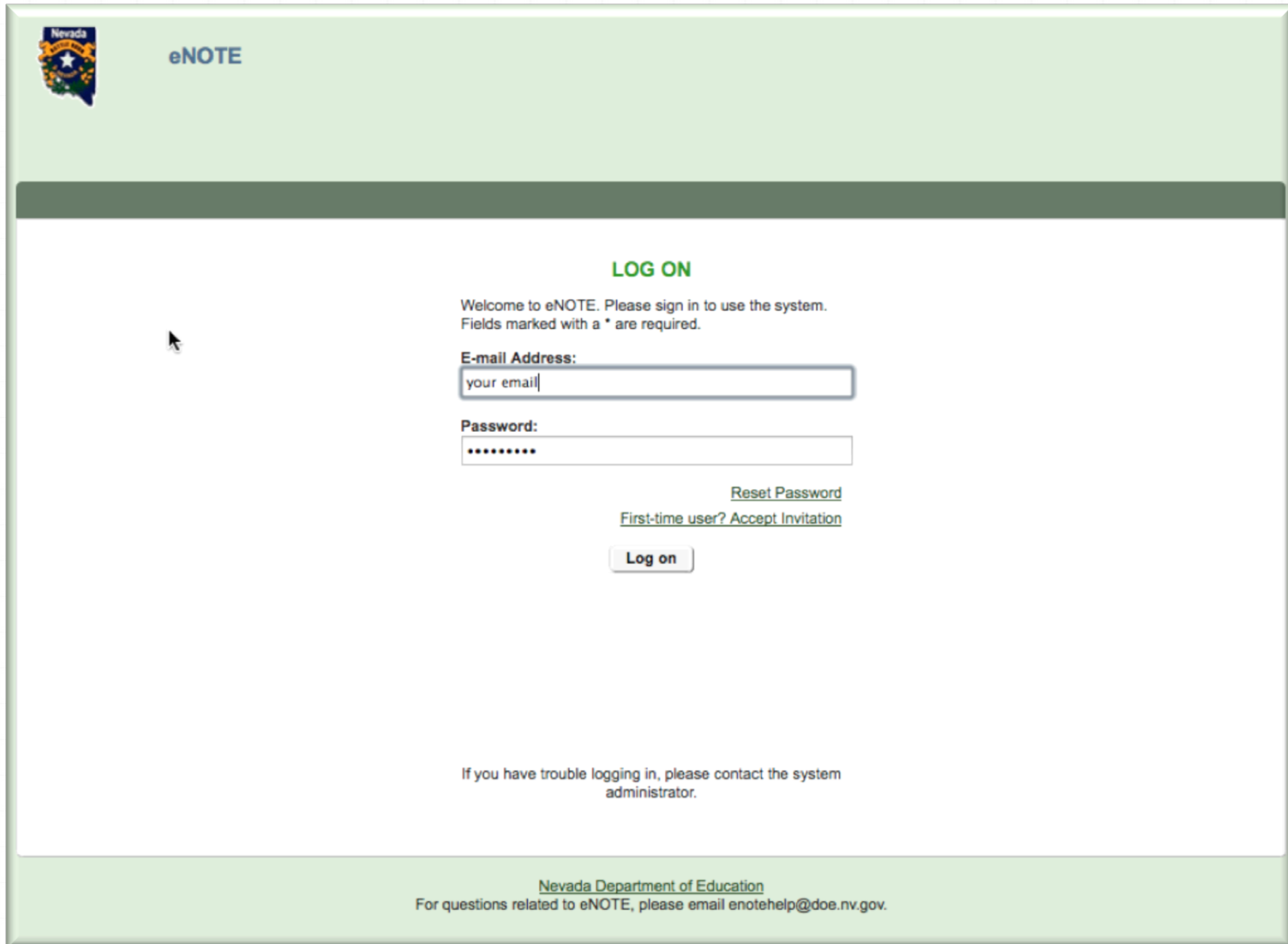
Adding a New User to eNote/Tracker

1. *How to Add a New Submitter*
2. *How to Attach the New Submitter to the an eNote Instrument*




How to a New User/LEA Submitter to eNote/Tracker

Step 1-Logon to eNote Tracker



The screenshot shows the eNOTE login interface. At the top left is the Nevada state seal and the text "eNOTE". The main content area has a "LOG ON" heading. Below it is a welcome message and a note about required fields. There are two input fields: "E-mail Address:" with the placeholder "your email" and "Password:" with masked characters. To the right of the password field are links for "Reset Password" and "First-time user? Accept Invitation". A "Log on" button is centered below these links. At the bottom of the main area is a troubleshooting message. The footer contains the Nevada Department of Education logo and contact information.

 eNOTE

LOG ON


Welcome to eNOTE. Please sign in to use the system.
Fields marked with a * are required.

E-mail Address:

Password:

[Reset Password](#)
[First-time user? Accept Invitation](#)

If you have trouble logging in, please contact the system administrator.

 Nevada Department of Education
For questions related to eNOTE, please email enotehelp@doe.nv.gov.

Step 2-From the LEA Overview Screen, Click the Setup & Maintenance Tab

The screenshot shows the eNOTE interface for 'Test District 1'. The 'Setup & Maintenance' tab is highlighted with a red box. A green arrow points from the text 'From the LEA Home Screen, Click the Setup & Maintenance Tab' to this tab. The main content area displays a table of monitoring instruments.

LEA Overview
Test District 1

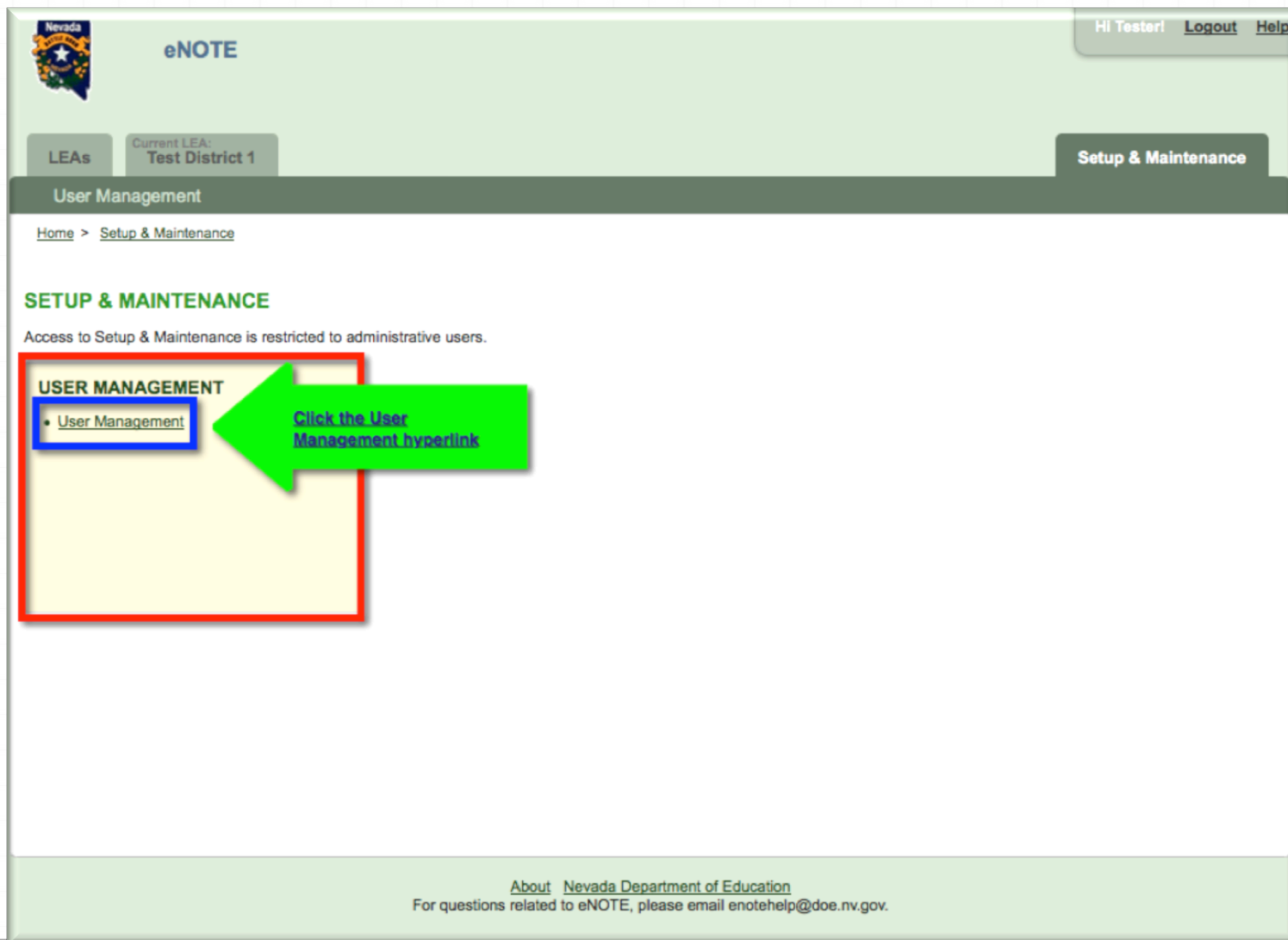
Instruments (3)

Name	Status	Items not in Compliance	Due Date
One Star Monitoring Mid-Year 2014-2015 (1 Star-MY)	In Progress	0	01/30/2015
Priority/SIG Fall Monitoring 2014-2015 (Prior/SIG)	In Progress	0	
Title I Fall Monitoring 2014-2015	In Progress	0	12/31/2014

Select School Year:
2014-2015

About Nevada Department of Education
For questions related to eNOTE, please email enotehelp@doe.nv.gov.

Step 3-Click the “User Management” hyperlink



The screenshot shows the eNOTE web application interface. At the top, there is a header with the Nevada Department of Education logo, the text "eNOTE", and user links "Hi Tester!", "Logout", and "Help". Below the header, there is a navigation bar with "LEAs", "Current LEA: Test District 1", and "Setup & Maintenance". The main content area is titled "User Management" and includes a breadcrumb trail "Home > Setup & Maintenance". Under the heading "SETUP & MAINTENANCE", a message states "Access to Setup & Maintenance is restricted to administrative users." Below this, a yellow box contains the "USER MANAGEMENT" section, which includes a link "User Management". A red rectangular box highlights this section, and a large green arrow points to the "User Management" link with the text "Click the User Management hyperlink".

Nevada
eNOTE

Hi Tester! Logout Help

LEAs Current LEA: Test District 1 Setup & Maintenance

User Management

Home > Setup & Maintenance

SETUP & MAINTENANCE

Access to Setup & Maintenance is restricted to administrative users.

USER MANAGEMENT

- User Management

Click the User Management hyperlink

About Nevada Department of Education
For questions related to eNOTE, please email enotehelp@doe.nv.gov.

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Department
of Education

Step 4-Click the “Add New User” hyperlink

LEAs Current LEA: Test District 1 Setup & Maintenance

User Management

[Home](#) > [Setup & Maintenance](#) > [User Management](#)

CONTACT ADMINISTRATION

Instructions/Description

FILTER

[Hide Advanced Filters](#)

User Name:

Levels:

All Levels

User Role:

☐ Show Retired ☐ Admins Only

Filter by Organization Information

Status:

☒ Active ☐ Retired

Organization:

Test District 1

[Apply](#) [Clear](#)

[+ Add New User](#)

Step 5-Complete all open fields, Select “LEA” & “Admin” radial buttons, and when completed, click the “Create Account” button

The screenshot shows the 'eNOTE' User Management interface. The breadcrumb trail is 'Home > Setup & Maintenance > User Management > Add User'. The page title is 'ADD NEW USER'. A blue box highlights the 'Instructions/Description' section, which contains the following fields:

Field	Character Count
First Name*	6/50
Last Name*	3/50
Email*	22/50
Phone:	12/25
Position:	19/100
Department:	16/100

Below this section, the 'Level' dropdown is set to 'LEA' (callout #7). The 'Test District 1' dropdown is also highlighted (callout #8). The 'Role' section has 'Admin' selected (callout #9). At the bottom, the 'Create Account' button is highlighted (callout #10), along with a 'Cancel' button. A green arrow points to the form with the text: 'Complete all necessary fields, select LEA admin as access level/role and when done, click the "Create Account" button.'

When you click Create Account, an invitation with a link to the system will be sent to this user.

Step 6-Verify that an eNote Invitation Number was created/sent.

The screenshot displays the eNOTE web application interface. At the top, the Nevada Department of Education logo is visible next to the 'eNOTE' title. The user is logged in as 'Hi Tester!' with a 'Logout' link. The navigation bar includes 'LEAs', 'Current LEA: Test District 1', and 'Setup & Maintenance'. The main content area is titled 'User Management' and shows a breadcrumb trail: 'Home > Setup & Maintenance > User Management > Tester LEA'.

USER DETAILS
Description and Instructions for the contact view

Name: Tester LEA [Edit](#)
Email: musikris@sbcglobal.net
Level: LEA
Phone:
Position:
Department:
Read-Only: No

A large green arrow points from the email address to the invitation number. The invitation number, **54ADFA5341**, is highlighted with a red box. Below it, the text reads: 'Sent 10/10/2014 by Tester LEA. Accepted on 10/10/2014.' and a [Resend Invitation](#) link.

Below the user details, there are tabs for 'Organization Assignments', 'Monitoring Assignments', and 'Plan Assignments'. The 'Add Organization' section includes buttons for 'Edit All', 'Update All', and 'Cancel Edit All'. A table at the bottom lists organizations with columns for 'Remove', 'Primary', 'Organization', 'County', 'Level', and 'Role'.

Remove	Primary	Organization	County	Level	Role
Remove	<input checked="" type="checkbox"/>	Test District 1	WestEd County	LEA	admin

How to attach a New User/LEA Submitter to the eNote Instrument

Step 7-Click the LEA Overview page.
Click the hyperlink to the relevant eNote
instrument you wish to attach the submitter

Nevada
eNOTE

Hi Kristinal Logout Help

LEAs Current LEA: Test District 1 Setup & Maintenance

LEA Overview Monitoring LEA File Cabinet Plan Tags

Home > Test District 1

LEA OVERVIEW 1
Test District 1

Select School Year:
2014-2015 Update

☒ Instruments (4)

Name	Status	Items not In	Due Date
District Performance Plan: End-of-Year (DPP)	In Progress	0	12/31/2014
One Star Monitoring Mid-Year 2014-2015 (1 Star-MY)	In Progress	0	12/31/2014
Priority/SIG Fall Monitoring 2014-2015 (Prior/SIG)	In Progress	0	12/31/2014
Title I Fall Monitoring 2014-2015	In Progress	0	12/31/2014

ONSITES
[Schedule Onsite](#)

Page size: 25 1 to 4 of 4 items

Click the District Performance Plan instrument hyperlink

Step 8-The applicable instrument opens.

Locate the LEA Submitters area.

Click the “Edit” hyperlink.

The screenshot displays the eNOTE web application interface. At the top, the Nevada Department of Education logo is on the left, and the user name "Hi Kristina!" with "Logout" and "Help" links is on the right. Below the header, there are tabs for "LEAs" and "Current LEA: Test District 1". A "Setup & Maintenance" button is also visible. The main navigation bar includes "LEA Overview", "Monitoring", "LEA File Cabinet", and "Plan Tags". The breadcrumb trail shows the path: Home > Test District 1 > Instruments > District Performance Plan: End-of-Year.

The "INSTRUMENT OVERVIEW" section for "Test District 1" is shown. It includes a "District Performance Plan: End-of-Year (DPP)" section with a status of "In Progress" and a due date of 3/17/2015. A table of status counts is provided:

Status	Count
Meets Requirements	(0)
In Progress	(6)
Does Not Meet Requirements	(0)
Not Monitored	(0)
Resolved	(0)
Withdrawn	(0)
Resubmitted for Review	(0)

Below this, the "Team Leader" and "LEA Submitters" sections are visible. The "LEA Submitters" section shows "Not Assigned" and an "Edit" hyperlink. A red box highlights the "Edit" link, and a green arrow points to it with the text: "Click the 'Edit' hyperlink to assign the new user/admin submitter".

At the bottom, there are tabs for "Items (6)", "Criteria Questions (6)", "Documents (0)", and "Status History (1)". A "Print Instrument Report" button is also present. The footer includes the Nevada Department of Education logo and contact information: "About: Nevada Department of Education" and "For questions related to eNOTE, please email enotehelp@doe.nv.gov".

Step 9-Click the “Unassigned” tab.

The screenshot displays the eNOTE application interface. At the top left is the Nevada Department of Education logo and the text "eNOTE". At the top right, it shows the user "Hi Kristinal" with links for "Logout" and "Help". Below this is a navigation bar with "LEAs" selected, showing "Current LEA: Test District 1" and a "Setup & Maintenance" button. A secondary navigation bar includes "LEA Overview", "Monitoring", "LEA File Cabinet", and "Plan Tags". The breadcrumb trail reads: "Home > Test District 1 > Instruments > District Performance Plan: End-of-Year > Assign Instrument Submitters".

The main section is titled "ASSIGN SUBMITTERS" in green. It contains two tabs: "Assigned" and "Unassigned". The "Unassigned" tab is highlighted with a red rectangular box. Below the tabs are two sections, each with a "Remove" button. The first section has a pagination bar showing "Page size: 25" and "0 to 0 of 0 items". Below this is a table header with columns: "Remove", "Last Name", "First Name", "Email", and "Organization". The text "No reviewers assigned" is displayed below the header. The second section also has a "Remove" button and a similar pagination bar.

At the bottom of the interface is a link: "Return to Instrument Overview".

Step 10-Search/Select the applicable User. Once the User is selected, click the “Assign” button.

The screenshot shows the 'ASSIGN SUBMITTERS' page in the eNOTE system. The page has a header with the Nevada Department of Education logo, 'eNOTE', and user information 'Hi Kristina! Logout Help'. Below the header is a navigation bar with 'LEAs' selected, showing 'Current LEA: Test District 1' and a 'Setup & Maintenance' link. The main navigation area includes 'LEA Overview', 'Monitoring', 'LEA File Cabinet', and 'Plan Tags'. The breadcrumb trail is 'Home > Test District 1 > Instruments > District Performance Plan: End-of-Year > Assign Instrument Submitters'.

The 'ASSIGN SUBMITTERS' section has two tabs: 'Assigned' and 'Unassigned'. Below the tabs is a 'FIND' search box with a 'Search' button. A large green arrow points from the search box to a text box that says: 'Either Search to find the user and then click the “Assign” button OR if you see the applicable user below, click the checkbox associated to the user’s name and click the “Assign” button.' Below the search box is an 'Assign' button. A green double-headed arrow points between the 'Assign' button and the table below.

The table has columns: 'Select', 'Last', 'First', 'Email', and 'Organization'. It displays four rows of users. The second row is highlighted with a red box, and its 'Select' checkbox is also highlighted with a red box. Below the table is another 'Assign' button.

Select	Last	First	Email	Organization
<input type="checkbox"/>	LEA	Test	emcarter4@gmail.com	Test District 1
<input type="checkbox"/>	LEA	Tester	musikris@sbcglobal.net	Test District 1
<input type="checkbox"/>	Peterson	Ben	bjpeterson@gmail.com	Test District 1
<input type="checkbox"/>	tester	tester	redfordkat@yahoo.com	Test District 1

Step 11-Verify that the New LEA User is an Assigned Submitter and currently attached to the DPP instrument .

ASSIGN SUBMITTERS

Assigned Unassigned

Remove

Page size: 25 1 to 1 of 1 items

Remove	Last Name	First Name	Email	Organization
<input type="checkbox"/>	LEA	Tester	musikris@sbcglobal.net	Test District 1

Remove

Page size: 25 1 to 1 of 1 items

[Return to Instrument Overview](#)

INSTRUMENT OVERVIEW

Test District 1

District Performance Plan: End-of-Year (DPP)

Status: **In Progress**

Due Date: 3/17/2015 11:12:23 AM

Last Update: Administrator Administrator

Items: 6

Meets Requirements (0)	Resolved (0)
In Progress (6)	Withdrawn (0)
Does Not Meet Requirements (0)	Resubmitted for Review (0)
Not Monitored (0)	

Team Leader: [Edit](#)
Not Assigned

LEA Submitters: [Edit](#)
Tester LEA

SEA Reviewers: [Edit](#)
Not Assigned

Items (6) Criteria Questions (6) Documents (0) Status History (1)

[Print Instrument Report](#)

CATEGORY: District Performance Plan 0 of 6 completed